



APSA Summer Retreat
August 14, 2021 09:00

1. Call to order (09:01)
2. Roll call (2 min) Anthony, Garrett, Rachel, Jasmine, Amandeep, Marzena, Daniel, Jared, John C, Noor, Ivy, Mostafa, Diane, Zoria, Naomi, Katie, Carolina, Alyna, Molly, Monica, Braden, Kaylee, Tegan, Alison, Yara, Jannieca
 - a. Regrets: Alyssa, Saad, Jonathan, Nathan
3. Additions to the agenda (1 min)
Motion: To approve the agenda
First: John. **Second:** Diane.

Old Business:

4. Introduction - Garrett Garlock (5 mins)
 - a. Garrett: Thank you all for coming here and spending your Saturday this way. I'm looking forward to the upcoming year and to what we are going to get to do. I'm looking forward to the possibility of in person events. I appreciate all the hard work you all have been putting in and I'm looking forward to seeing what we can accomplish in the upcoming year. With that being said, I think I will move into the meeting and we will hopefully make this short and sweet. I don't think it'll take from 9am to 5pm, I'm hoping that we can get out of here by lunchtime.
5. Housekeeping - Garrett Garlock (30 mins)
 - a. Speaker's List
 1. Garrett: Marzena had emailed everyone a copy of the agenda, which is also the speakers list. It is used so that we can avoid people speaking over one another as well as avoid people having to monitor the chat. We're going to ask that you use it when you want to speak. If you want to speak, go into the agenda and you can just write your name after the bullet point that we are talking about. I just wanted to remind everyone about this for online meetings, as this is normally the approach that we take.
 - b. Roberts Rules
 1. Garrett: Robert's Rules is just a set of rules that we used to govern our meetings. I know Marzena posted a document on our Facebook page for you all to go over, so you might be familiar with them after going over that document. I guess the most important thing is that whenever we decide to do something we need to make a motion. If I am going to make a motion as the chair of the meeting, I would need a first and a second for that motion to carry. If one of you were to make a motion, you would only need a second because you act as the first. Another thing to know is what in camera discussions are. If I ever make a motion to move into camera, it means that Marzena will stop recording the meeting and will stop taking minutes. That is a private discussion that does not get discussed outside of the meeting. We use this when we have to talk about more sensitive things that we think would be best to not be put in the meeting minutes. Just remember to maintain that confidentiality.
 - c. [Google Drive](#)
 1. Garrett: I believe all of you have access to the Google Drive, and if you don't please reach out to Marzena. Google Drive has all of the useful information that you need for the upcoming year. It has things such as contact info for all of the councillors if you ever need to contact anyone. It also has letterheads, logos, previous documents from previous councillors and things like that so when you have a chance, take a



APSA Summer Retreat
August 14, 2021 09:00

look through the Google Drive. There's tons of folders from previous years, and just familiarize yourself with it because it'll be very useful in your position.

- d. [Council Resources](#)
 1. Garrett: These are found within the Google Drive. In here you'll find things like letter templates, logos, anything like that. If you need to make an official APSA document, or an official letter from APSA, there are templates in those resources. You can make copies of those instead of having to try and make your own. I find them very useful so I wanted to bring your attention to that specifically.
- e. APSA Calendar
 1. Garrett: The APSA calendar contains the schedule for events for APSA events and is run by Marzena, so if you ever have an event, let Marzena know as soon as possible. Let her know what date and time your event will be so she can add it to the calendar. When you are planning an event, please check the calendar to make sure that no one has an event on that same day and that we are not double booking.
- f. Bearsden + EOT + Excel Sheet
 1. Garrett: Bearsden is the group at the university that approves events for student associations. When APSA has an event, we need to submit that event to Bearsden. They will approve it or tell us what needs to be changed prior to approval. To submit events, you have to have event organizer training. Marzena had made a post earlier in the summer on Facebook with a link to the eclass for it. In the past it was live, but now it is an asynchronous module. Everyone that has events this year will need that. Without it, you can't submit events to Bearsden and then you won't be able to have that event. If you haven't done EOT yet, I suggest you do it well before your event or before school starts. There is a lot of information in it and there are a lot of things for you to know before you have an event. In the contact sheet, there is a spot for EOT. When you complete EOT, fill that out because I need to update Bearsden and give you permission to submit events. You need to submit events 14 business days before they happen. Be aware of that because we don't want to get into a situation where we have to postpone or cancel the event.
- g. APSA Office and Storage Room
 1. Garrett: I don't have too much to add on this. Marzena, maybe you could add something about this just because this is kind of evolving.
 2. Marzena: I had emailed Dallyce and Anjela about the spaces. Right now they are waiting for an update on spaces. It all depends on whether we go in person. At the moment, we don't have access to either.
 3. Garrett: I don't foresee anyone needing access to either space right now. I foresee if things plan out and we get to be on campus, then we will have access to those spaces.
- h. Professionalism
 1. Garrett: My update on this will be very brief because I know Amandeep is giving a more detailed presentation about this later on. I wanted to remind everyone to be respectful and aware of deadlines. As we approach this year, people will get more busy with their roles and with school.
- i. Deadlines
 1. Garrett: This goes hand in hand with my last point. People are putting in the time to make these deadlines and to make sure that we get things done on time. Just help them out by being respectful of the deadlines.
- j. Meeting Invitations
 1. Garrett: Right now, there are no in-person meetings. We will continue to have online



APSA Summer Retreat
August 14, 2021 09:00

general and executive council meetings. Marzena will send out Google invites to everyone. Please RSVP on the invite just so we know how many people will come to the meetings. The meetings are mandatory unless there is something going on in your life and in that case please let Marzena and I know. Please RSVP so we can ensure that we have enough members at the meetings to meet our quorum. Does anyone have any questions or comments?

New Business:

6. Faculty Presentation - Ravina Sanghera (15 mins)
 - a. Ravina: I am here to answer any questions about Student Services you may have. I was planning to mostly just present to you some of the EDI initiatives in the faculty. I have a few slides to work through and then I will leave it mostly for discussion and asking questions. I just want to say that there is so much uncertainty, there is a lot that we don't know. Emails get drafted behind the scenes and then things change. That shouldn't deter you from asking questions or sending us emails about what is happening. We will answer you, and we have a lot of emails but we are just waiting for some responses. Garrett can you just confirm with me how much time I have? I'd like to leave more time for discussion.
 - b. Garrett: We have your presentation put down for 15 minutes but we are 15 minutes ahead of schedule. 15-30 minutes is great.
 - c. Ravina: I will present for about 7 minutes and leave the rest for questions. Before I begin to discuss the EDI initiatives, I did want to share some student survey data on the Student Services unit. Dr. Ken Cor has been keeping data from surveys that we give graduate students. As the 4th year students exit our program, they do an exit survey on their experience here. We have been tracking it since 2017 and we have 2021 data as well. The most recent results from 2021 show a consistently high proportion of students that agree they are receiving the characteristics of good student services support. I have been in this portfolio for 4 years and I hope the needs of students are being met. This is thanks to our team and thanks to our relationship with students in APSA. Comparing results from 2017 to results from 2021, the results show improvement in 11 of the 16 characteristics that were measured in both years. This isn't saying that we are doing everything perfectly, there is definitely room for improvement. But also the cloud of restructuring is happening so we are trying to seek some clarity of what student services will look like, and as we know more we will share that information as well. Two areas that I feel like we could work on are providing sufficient space for student activities and organizations, so I definitely want to talk to you about that. Also, safe spaces and inclusive spaces. My lens may be different from what you are experiencing, so please let us know how we can provide those spaces for you. There is also an area where students are asking for more access to criteria, policies and procedures for academic progression, probation, dismissal, appeals and readmission. I do have Dallyce updating the student handbook and perhaps we need an orientation to those policies or I would love to hear where there is a lack of clarity so that we can enhance your understanding of those processes. The default answer is always to email Anjela, Dallyce or myself. We work together closely and your questions will get answered. The main purpose of me being here is to share the EDI work we are doing. I am going to ask for forgiveness before I even start as I am learning how to do this work and I am trying to navigate the system as well, being from a racialized group, and trying to navigate this academic structure. I want to be an ally and support my students who come from diverse backgrounds and have unique experiences and make sure you have anything and everything you need to succeed during your time here. I am not saying we are perfect or that we have reached our goal. It is a struggle sometimes to do the EDI work, there are a lot of barriers that I encounter. I have a really good team and I



APSA Summer Retreat
August 14, 2021 09:00

do chair the EDI committee. I will be sending out the revised committee list soon because the 4th year students have graduated. I work closely with Dr. Cor and Ellen Doty who has a passion for this work. Curricular work that has been forwarded to me includes personal pronoun pins for practice skills, but understanding there is that discussion about giving personal pronoun pins for all students. We will be consulting with key members in our student body to provide us with guidance. There has been Indigenous health and perspectives weaved in. There definitely needs to be an increase in that area as well. Many of you went through the blanket exercise as part of the BASE stream. I know that an LGBTQ2Y seminar was added to the therapeutic stream. I have been cognizant of focusing on dermatological assessment on skin of color. I am trying to catch all the students that I didn't give this information to. Dr. Cor is finding a way to track the work being done in our faculty. Our previous dean did lead a salary review and adjustments were made to adjust inequities. Desiree is our Indigenous liaison and is our bridge to Indigenous and Metis students in our program. We have an EDI information page on the faculty website and it has resources addressing topics pertinent to this area. The work goes beyond saying what we are doing and more about who we are and how we are executing this vision and upholding these principles. I know APSA has done work in terms of moving along the spectrum of inclusivity. I applaud you for the work you've done with RxFactor. We maintain awards for female students and students supporting young females. We have revised the incoming student White Coat Ceremony to make it more inclusive. Here are a few things that I know APSA did in the last year, the Race Against Racism, bringing in key leaders and pharmacists from the community who do work with vulnerable communities. Thank you for inviting me to do my session on skin assessment. We are collaborating with our student groups and peers, BPSA has made headway in furthering their agenda. We have started connecting with the LGBTQ+PhSC and look forward to working with all these student groups. I know Ayush and Navjot have mentioned that they are looking for opportunities for uncomfortable conversations within our safe spaces and to create that space. To give you a little information about our EDI committee in our faculty, there are terms of reference that you can access. We will be opening it up to members external to our faculty. What we have done is asked the group what initiatives they want to bring forward and what goals they want to set. Based on that, we have developed working groups with a lead and asked for student and faculty volunteers. There is a working group established to examine the needs and prospects for collecting population group data on racialized and other marginalized groups status to support the evaluation of potential program biases. We need some of that data to help drive our internal policies. We have a working group to evaluate resources on racial bias training. We had a two day workshop for the faculty and staff on unconscious bias and anti-racism training. We are looking at some type of training and education on various topics for our student body. With the restructuring happening, we didn't want to lose or dilute EDI. We do have group leaders in their faculties that do this work, coming together, and putting forward proposals on how we can work collaboratively. We want to look for research opportunities that support this work, discussions on curriculum design and philanthropy. I know APSA members have brought it forward as if tuition were to increase going forward, what bursaries would we provide for students coming from these groups and how could we help them succeed financially. I would prefer to open it up to questions and a discussion while I have this time with you today.

- d. Diane: I like the point you brought up about tuition increase and making it equitable for people with scholarships and bursaries. Do you have any idea what that would look like? For example, if someone applied and they didn't come from a background where they had a lot of money, would it be readily available?



APSA Summer Retreat
August 14, 2021 09:00

- e. Ravina: Ideally, absolutely. We are trying to figure out what other schools are doing. US schools have had this established way before we have. We are learning how best to support those students. This is a priority that I brought up to Dr. Hughes as well to try to get as many funds secured for such applicants and making it easy to apply, so it's not grade based and so that there are much more inclusive criteria in terms of applying to these awards. I don't know if that answers your question, but we are having these conversations and we are looking at the best way to do it. I do want student engagement because we want to know what the best way is to support your student peers.
- f. Diane: Yes, that helps.
- g. Ravina: Other questions?
- h. Garrett: Do you want to give an update on what Fall term will look like for APSA?
- i. Ravina: One thing I think is really great is that we have established weekly meetings with APSA. Right now, I am anticipating fall term to be mostly in person, as the University has said, they want to offer 80% of their courses in person. Data is changing so rapidly, cases are going up. We are also working with the hesitation of some faculty and staff, and students. We are planning to be in person. We are developing policies and procedures for how to use those spaces. We want to provide maximum flexibility for students who can't make it. Skills is best in person and we know that. We are working with the skills team to see what is the best way to support our students, balance the workload on faculty. We are planning for in person, but that may change. We are waiting for the government and university direction. In terms of events, they are quite liberal in approving them right now. Did I answer your questions?
- j. Garrett: Yes, you did.
- k. Braden: My question was about the EDI stuff. I like all the stuff you talked about, you have this vision and this plan and I think it is great but I just want to know how we are going to be held accountable. How are we going to ensure that we are hitting these goals? It is nice to say what we are going to do but we need to follow through.
- l. Ravina: I feel the same way and sometimes I feel like I am working in circles in this area. What do you suggest? How do we hold ourselves accountable?
- m. Braden: I don't know off the top of my head. I do have ideas that I would like to discuss with you more. I wasn't prepared for this discussion. I think it is an important thing that we need to talk about.
- n. Ravina: Absolutely, Braden. In this area, students are very connected and you see things that we don't see. I look at you sometimes to guide me and bring that back to my leadership team. I don't mean to put you on the spot, but I am so curious about the ideas that the student group has. You are the reason that Student Services is what it is at this time. I invite you to send me an email and pass along your ideas.
- o. Braden: Sounds good, thank you.
- p. Ravina: When it comes to accountability, I want to be transparent on our initiatives and what we are doing. I want students to hold us accountable by communicating where the gaps are. Thank you for that.
- q. Garrett: Thank you for coming to present this, I think it was really great. We don't always see what is going on behind the scenes at a faculty level. I think it was great to see that the faculty is working on things. It gave me an opportunity to learn things that APSA can do.
- r. Amandeep: I have a follow-up to what Braden said. Something I didn't realize that the faculty does is mapping. There are key things that they want to touch on within the program and that includes the EDI concepts. I know that is planned out in the background, but as students we can keep an eye out and see if these topics are being brought up or used in cases. It could be a way of holding ourselves accountable.
- s. Ravina: We don't have formal mapping established just for this and Dr. Cor has realized that.



APSA Summer Retreat
August 14, 2021 09:00

Students that sit on the curriculum committee, please ask these questions. In our EDI committee, we want to start talking about cases and how they reflect the communities we serve. That will be my next thing in September when we get that working group going. I am so grateful to work with APSA and our students. I have worked closely with you for the last 4 years and I learn a lot from you.

- t. Garrett: Thank you for coming, I think it was really valuable for everyone here.
- 7. BPSA Presentation - Oluwatobiloba (Tobi) Obatusin (20 mins)
 - a. Tobi: Good morning everyone, thank you for having us this morning. I am the President of the BPSA. As some of you may know or may not know, we do have a vision and a mission with BPSA. Everything that comes after is in line with our vision and mission. Our vision is to increase black representation and engagement in the pharmacy profession. Our mission as a group is to provide a safe space for black pharmacy students, empower them and create a strong and extensive network specifically to advocate for and support current and prospective black pharmacy students. In terms of our plans for the year, we do have an in person event sometime at the end of August for new black pharmacy students. It is supposed to be a meet and greet where we get to welcome them into our group. We have a mentorship program that we are rolling out for black undergraduate students who are interested in the pharmacy profession. The idea for that is for us as black pharmacy students to mentor other undergraduate students who are interested in applying to pharmacy school in order to combat the issue of underrepresentation of black pharmacy students. It will launch in about a week from now. We have events planned towards Black History Month. At this time, the details of those events are still being finalized. There is a mentorship gala sometime next year towards the end of the first mentorship cohort. Based on requests from Student Services and other students, we had to create an allyship faction. It is for other students who are not BPSA members or identify as black, to still have an opportunity to be involved within BPSA in other regards. There is a talk series we have been having for the last few months called "Let's Talk Series" about black health. We have been featuring black healthcare professionals to focus on specific issues that occur within the black communities. We had a "Let's Talk Covid-19 Vaccine" and we created infographics from that. We are having another event sometime in November about the effect of microaggressions on mental and physical health with a focus on black health care students. It will be open to everyone including students and faculty members. We believe it is an opportunity to raise awareness and for everyone to learn from it. We are also starting a literature club with the LGBTQ+PhSC and the idea is to open our eyes to different perspectives of people who might identify as black. Majority of our events are focused on black students but we do have opportunities for partnership. The Let's Talk Series is an event we are opening to every member of the faculty as well as the literature club. You are probably wondering how APSA and BPSA work together in all of this? We want to increase engagement for black students and in order to facilitate this, we believe that APSA activities and social events need to be more inclusive and consider the perspectives of black students and other racialized students as well. While we do not speak for other people and cultures, we propose that the APSA council and the APSA social committee has BPSA representation. Their role would be to identify opportunities where APSA and BPSA can partner together. Not only that, they will also be able to bring a different perspective and help create a more inclusive environment for black students to thrive and engage. The goal of this is not just to have representation. Our goal as a group is that the voices that will be representing our group on this committee and council will be valued and their recommendations will be acted upon. We would also like for APSA to amplify our private Facebook page for BPSA members, as well as events that we are opening to everyone. The allyship faction is something that APSA can help us amplify to students who want to be



APSA Summer Retreat
August 14, 2021 09:00

part of the group and do not know how. I know that we have partnered with Jared and John in the past on the J&J Podcast. That is something that we would love to see to continue. There are a few things that we have been advocating for from the faculty. One of them is mental health support for racialized students who have experienced microaggressions within the faculty or clinical rotations. The second is changes to curriculum to also feature black health. We recognize the work that we have done to include indigenous health within the curriculum but we also believe there is another demographic that needs some attention, which is our black folks. We think it is important for this to be highlighted in the curriculum as well. We have also been advocating for anti-racism training for all students and faculty members. The fourth thing that we have been advocating for is the collection of race based data on admissions. There are other things that we will be adding to the list of things that we are advocating for and that includes, concrete steps on how the faculty plans to ensure that the recent increase in tuition does not continue to perpetuate the underrepresentation that we currently have. How do we ensure that pharmacy education is still accessible for students who are black and are from low income families, as well as other students who are from low income families. We have had undergraduate students reach out to our group through social media, expressing concerns about the tuition increase and how it may prevent them from applying to pharmacy as they cannot simply afford such high costs. We invite the APSA council to join us in this advocacy. Through your roles on different committees within the faculty, we can all push for these changes by using our privilege and our voices to make this program a safe space for everyone. We invite APSA to join us in making this request in a formal capacity to ensure that we have long lasting changes within our program. Lastly, I wanted to mention that we are open to partnerships with different committees with APSA. Please feel free to email us with specific ways that you would like to partner with us. What questions do you have for me?

- b. Diane: I am the SAF-Pharm director. You talked a lot about advocacy and I wanted to reach out as that is my committee as well. I will email you and I love what you are working for. It can be a bit more progressive as well coming from a background of color. If the SAF-Pharm committee can support you somehow and advocate for the future of pharmacists, let me know.
- c. Tobi: Thank you so much for your support. I really appreciate that and like I said, feel free to reach out to us. We are trying to consolidate all of our information and use a central email to address partnerships and collaborations.
- d. Garrett: I just wanted to bring up that the tuition increase proposal that the faculty sent to the government was sent back for revisions, so it is not approved yet. There is supposed to be more consultation in the coming months and I think that is something that APSA and BPSA can work together on to ensure there is adequate consultation and that students' voices are heard.
- e. Tobi: Thank you Garrett. I know we talked about this in our meeting and I look forward to that because this is an issue for a lot of students that reached out to us through social media.
- f. Ravina: I would like to invite you from the different student groups, to be part of our faculty group. If there is alignment in what your vision is and what our vision is, then that is more powerful. I have been hearing from people from my community, undergraduate students that say they don't know if they can afford it. Send me an email, and I will work with Dr. Cor and maybe we can establish a more formal group.
- g. Tobi: Thank you Dr. Sanghera.
- h. Carolina: I really liked what you said about doing anti-racism training and I noticed that Dr. Sanghera mentioned that faculty got training in that as well. I was wondering if you had any plans for that or if the faculty did? I thought that was a very good idea for all students to



APSA Summer Retreat
August 14, 2021 09:00

- have.
- i. Tobi: I am on the EDI committee and I am on the subcommittee that is working on anti-racism training for students. From the last that we know, because things are centralized, we now have a Faculty of Health Sciences and they are trying to create an anti-racism training for all health science programs because these issues are not unique to pharmacy. The idea is for all faculties to have a centralized anti-racism training. I know that for incoming students there is something that the faculty is working on until the centralized training is available. I will let Dr. Sanghera speak more on that.
 - j. Ravina: Faculty of Medicine students do a workshop from the Centre for Race and Culture. They tailor the workshop to these medical students and it is part of their training. Last year, being online, they provided a Zoom session. There were debriefs or working groups in breakout rooms. We are looking for something similar for our students and we have a proposal that has been responded to and we will share that with the EDI committee. The other layer to that is that because we are in a college now, the Faculty of Medicine and Dentistry has developed their own modules that they are piloting right now that we have asked to be made available and tailored to the needs of pharmacy students. Once they pilot it, they will work with us to tweak it and we will get that as a part of our training. The other thing is, centrally there is an EDI committee that is working on modules as well. That module isn't ready but we have all these different areas working on modules. We will bring it forward for feedback to APSA and ask for what the best step going forward is.
 - k. Braden: I was wondering about how we would ensure representation in the intake of new pharmacy students. The initiatives to reach out and demonstrate the work being done to have the voices heard. Some people may be on the fence of applying or have concerns or barriers that may prevent them from succeeding. I get that there are people in the program, but there are people outside of it that may have a passion but there may be something preventing them.
 - l. Tobi: That also ties into the mentorship program. Because of the limited number of black pharmacy students that we have in the program, there is a limit to how many black undergraduate students that we will be able to take into the mentorship program. However, those are also issues that we are hoping we could use the mentorship program to address. We have black pharmacy students in BPSA who are going to be mentors to these students and we plan to have debriefs to discuss common things or barriers that students have that may prevent them from applying to pharmacy school. We have our social media network as well and a good presence on Instagram and students have been reaching out to us. Even though our mentorship program is not officially established, we have been providing informal forms of mentorship to those students. We are collecting some information that we are receiving from them to inform some of our initiatives. Does that answer your question?
 - m. Braden: Yes that answers it, thank you.
 - n. Tobi: Our hope is that the faculty also joins us in addressing some of these barriers because this is not something we can do by ourselves, it has to be a collective work.
 - o. Ravina: I agree with you Tobi, and we may need to survey prospective applicants about what challenges they face. That could give us data to inform how we recruit. We have talked about targeted recruitment, I know central is talking about that as well. Students who are thinking about applying to our program need to see themselves in our program as well. Who are our instructors and who are the ones posing the interview questions? Making them feel comfortable even considering our program.
 - p. Garrett: Thank you for leading that awesome discussion. I look forward to the Fall and how BPSA and APSA can partner with each other and the faculty.
8. Fall Update - Garrett Garlock (5 mins)



APSA Summer Retreat
August 14, 2021 09:00

- a. Garrett: Fall semester will be largely in person with some online components. Specifically, I don't think anyone knows what it will look like. For APSA, the university has started approving all in person events. There are no limits to what we can do in person, just some updated regulations, like contact tracing. Therefore APSA can start to operate in a sense that we are going to be holding in person events. I am super excited about this but one thing I will say, although there will be a lot of in person events and a lot of people back on campus, I do foresee there being some people that are hesitant to return. They may not be able to return and we need to keep those people in mind when planning events. It would be beneficial to ensure that those who remain online will still be supported and feel like they are part of the faculty. That is all I have about that, does anyone have questions? I will add that, for Fall, APSA has to purchase insurance for all events that have alcohol and physical activity. We aren't sure what that will look like just yet but for those planning events, please be cognizant of that. I will talk about it later in the agenda.
9. Tuition Increase Proposal - Garrett Garlock (5 mins)
 - a. Garrett: I kind of touched on this during the BPSA presentation but the tuition increase proposal that was sent to the government was sent back to the university. All the proposals from all the faculties were sent back and the government said that they didn't think proper consultation was done with the students. I don't think that this is directed at Pharmacy, but in talking with all other faculties, Pharmacy was the one with the most consultation. Nonetheless, the government sent all of them back and asked for more consultation. As we enter the fall term, we will see more consultation from the faculty and we aren't sure what form it will be. The faculty needs to send a new proposal by the end of October. I expect most consultation will be done in September, so just expect that. I want us to think about things that weren't brought up in the spring or things that may have come up over the summer and we can bring that forward to faculty.
10. Approval of Faculty Committee Assignments - Garrett Garlock (5 mins)
 - a. Assessment Committee x 2 → Marzena Kula, Katie Moreland
 - b. International Committee x 1 → Zoria Baran
 - c. Faculty/Staff Awards Committee x 1 (VP Academic) → Amandeep Garcha
 - d. Curriculum Committee x 4 (VP Academic, 1st/2nd/3rd Year Reps) → Amandeep Garcha, Molly Jarvis, Alyna Dato, 1st Year Class Rep TBD
 - e. Undergraduate Admissions Committee x 2 (President) → Garrett Garlock, Amandeep Garcha
 - f. Research Day Committee x 1 → TBD
 - g. Appeals Committee x 1 (VP Academic) → Amandeep Garcha
 - h. APSA Representative on Faculty Council x 1 → Garrett Garlock
 - i. Alumni Committee x 1 → TBD
 1. Carolina: In the CSHP we have a research representative who is Nathan. I can get in touch with him and see if he is interested.
 2. Garrett: In previous years, Anthony has told me that he had done it because he was reached out to. I am okay with doing it but if someone is interested, I can pass that along. The Alumni Committee is also open, if anyone is interested. I don't have much information on it, Igor sat on it last year. I would assume you would work a lot with Ellen Doty who is the Alumni Rep for the faculty.
 3. Anthony: Last year, we didn't get everyone for these positions at the Summer Retreat. You can leave the spots open and ask some people if they are interested. Then at your next general council meeting you can resolve that with a motion.
 4. Garrett: Okay, as of right now we will leave both of those committees open. Carolina will reach out to Nathan. For the Alumni Committee I will reach out to some individuals and see if they are interested.



APSA Summer Retreat
August 14, 2021 09:00

Motion: BIRT APSA approves the above members to the Assessment Committee, International Committee, Faculty/Staff Awards Committee, Curriculum Committee, Undergraduate Admissions Committee, Appeals Committee and APSA Representative on Faculty Council for the 2021-2022 school year.

First: John. Second: Amandeep.

All in favour. None opposed. Garrett abstains.

11. Lunch and Learns - Garrett Garlock (5 mins)
 - a. Garrett: I wanted to give a quick update since the university is approving all the in person events. Faculty thinks that it is best to hold off on lunch and learns where food is served. We aren't sure of the outlook on serving food during the pandemic. Lunch and learns can still happen but for the first little while, we want to be as cautious as we can be. I think that not serving food and putting students in a closed area where they have masks off and are eating food is a risk we can mitigate by not eating food. We will see if things will change in the near future, but for now, I think it is best if we hold off on that.
 - b. Ivy: You mentioned that maskless eating is not a good idea, but does that include students bringing their own lunches to a seminar room and eating while at the lunch and learn?
 - c. Garrett: We will talk about seminar rooms and PBL room best practices later on in the meeting, but it is more so that if we are in a lecture theatre with 150 people eating, it isn't the best idea. I know the faculty is working on policies and best practices for eating in PBLs and seminar rooms. I don't have a definite answer yet. I think that lecture theatres are bigger scale.
 - d. Ivy: It is probably best to assume that there is no open eating in a closed space for right now?
 - e. Garrett: Yes, that is kind of what we are doing. The faculty is working on it and we are having weekly meetings with them. Last week we were asked to come up with best practices for the APSA lounge and PBLs.
 - f. Diane: I was wondering if we could have the option of having projectors for lecturers to Zoom in or for them to come to lecture theatres. Have you discussed that?
 - g. Garrett: We haven't really discussed that as of right now. I know that over the last year the university has installed tech in every lecture theatre where there is a possibility of recording the lecturer. That way students can watch it virtually. I don't think the faculty knows the logistics of that yet. I think it is a reasonable approach to give students the opportunity to attend it virtually.
 - h. Diane: Also, would I be able to project someone on the screen so that the lecturer didn't have to come to the presentation.
 - i. Garrett: Ken Cor would probably be the person to reach out to about that. It may be possible but I would reach out to him about it.
 - j. Rachel: I was wondering if you had information about outdoor events and whether we can provide food? Has there been discussion about that?
 - k. Garrett: We haven't talked about that. I can bring that up at the next meeting on Tuesday. Does anyone else have any questions?
12. [Professionalism Presentation + VPA Update- Amandeep Garcha \(10 mins\)](#)
 - a. Amandeep: For those of you that don't know me, my name is Amandeep and I am the VP Academic, Class of 2023. I look forward to meeting all of you. I am doing this presentation again during orientation, but this version is more brief since you have all had this presentation before. Although I am doing this presentation, I would appreciate it if you all could hold me accountable for all these things, so that there is mutual accountability. Professionalism is very important and as pharmacy students there are 3 main policies and guidelines that we should be thinking about. There is the APSA Pledge of Professionalism, the Pharmacy Code of Professionalism and the ACP Code of Conduct. The slides have been linked



APSA Summer Retreat
August 14, 2021 09:00

and I encourage you all to read through these slides. Being in our roles, we should be holding ourselves to the highest standards, especially if we expect that from our peers. The main points for the Code of Professionalism is responsibility, reliability and accountability. Garrett has already touched on it, but deadlines and those such things are things that we need to keep ourselves accountable for. Respect for others goes without saying, be honest and have integrity because those are important things. Commit to excellence, we are all in our role for a reason and we all got elected to these roles, so we need to commit to excellence for our student body. All in all, all students are to act professionally at all APSA and faculty events or at any events where you may be representing pharmacy. I remember this from first year orientation, but now that we are in a professional program, what we do doesn't just represent ourselves but also represents the faculty. Always keep in mind how your actions are speaking louder than they did before you entered a professional program. I always think of it as whether I would want to see my pharmacist doing something. The four core things to take away from this is image. Our pictures and bios are shared on the APSA website and the faculty website so people know who we are. We need to be responsible, so make sure we are aware of deadlines. I know we have already had some issues with that so let's hold ourselves accountable. We should be advocating for APSA members within our roles and we need to be accountable. We are expected to uphold and meet the requirements of our roles in a timely manner. Sick days, they always mention this at orientation. Especially after the pandemic, I think that we have learned to stay home if we don't feel well to ensure the safety of others. I know before there was a pressure to be in lectures so you don't miss the content, but obviously there will be ways to mitigate the stress, so if you don't feel well, stay home please. We should be dressing professionally for labs, seminars, and placements. For APSA events, unless we have indicated, please try to dress business casual. Professionalism does extend beyond the attire. If you are throwing events, please try to indicate a dress code if you need to. For events that may be blacklisted, it means that if someone RSVPs and doesn't show up, they are blacklisted from any such events for the rest of the semester. If you want to blacklist an event, let me know and then I can contact those who get blacklisted on your behalf. Make sure that you give people enough notice that the event is blacklisted. That being said, things come up so we will be accommodating and understanding. Again with advocacy, show care and concern for each other without being over competitive. We want to be a support system for each other. The school semester can be a lot and in these roles, we want to be there for each other. What questions do you have about that?

- b. John: I wanted to let you know that I asked Dr. Charrois about whether or not it is okay to wear scrubs to the skills lab because it is more convenient and more comfortable. I got the green light so I thought I would let you know.
- c. Amandeep: I think that having options to wear scrubs is great, thanks for that.
- d. Molly: For blacklisting, can we include a disclaimer with the pandemic in mind? I think we need to emphasize that if someone is sick, they shouldn't come just because the event is blacklisted.
- e. Amandeep: That is something I will also say, be mindful of the events you blacklist. I don't think it is necessary to blacklist a lot of them. The ones that are associated with a lot of money are more important to blacklist because you want more solid estimates. There is an explanation of blacklisting in the APSA constitution, so please link that if you blacklist the event. That is it for professionalism, so I will give a brief VPA update. There is PUJC and this is something I didn't know a lot about it until I got into my role. I want to let you know what it is and get more involvement. It is a safe environment to practice your critical appraisal process. You can build your confidence before you head out on rotations. It will be a monthly meeting at lunch hour but I haven't decided on a day yet. It is mostly ran by Dr. Makowsky and it is an



APSA Summer Retreat
August 14, 2021 09:00

area to enhance your EBM skills. Research Day is for those who want to showcase research that they took part in. Career Series was started by Jadin to help students to develop their professional identity. It was also something that they wanted to showcase to students that there are more options than community and hospital practice. My goal this year is to have 3-4 throughout the year. I work closely with the Pharmacy Alumni Association and maybe we can get some speakers from there. Indigenous Studies Course - during the curriculum committee, they mentioned that starting for the Class of 2026, they will make this course mandatory. After you get into the faculty, before the start of classes, you would have to have this course done. It is a 21 hour course and is available as an in person course. They were asking me what you would think is a reasonable timeline to have the Class of 2023 complete this by. I don't think they would make it a requirement for the Class of 2022 because it is short notice. They wanted to hear some feedback as they make this a new requirement. I think it is valuable, but I want to hear what everyone else thinks as well.

- f. John: I know the medicine students do it before school starts. We don't have the timeline to get it sent to us before school starts, right?
 - g. Amandeep: I don't think it will come into effect this September. That is why they wanted to know for the Class of 2023, when it would be best to have it completed by.
 - h. John: I would say it would be best to give it to us when we are not as busy. Last year they gave us the Pharmacogenomics course in the middle of everything and that wasn't ideal.
 - i. Amandeep: Yes, we did discuss that and they did rearrange it a little bit this year. They do work to improve how everything works. This course is available remotely or you can do it as an elective. You wouldn't have to do it during the semester.
 - j. Carolina: Is this the Indigenous Canada course offered by the Faculty of Native Studies?
 - k. Amandeep: I think so, it is very unique to the University of Alberta.
 - l. Carolina: I think it is important to have it before we go into our rotations in fourth year. I would suggest doing it sometime in the summer. Some students may already be taking it as an elective this summer.
 - m. Amandeep: That is a good point.
 - n. Garrett: I wanted to confirm, is this the course that is also an elective?
 - o. Amandeep: Yes, it is just a different method of delivering it.
 - p. Garrett: I was already planning to do it as an elective, so it would count as an elective and fulfill this requirement?
 - q. Amandeep: Correct. Are there any other questions?
13. Insurance Update - Garrett Garlock (10 mins)
- a. Garrett: Starting this year, APSA is required to purchase two kinds of insurance. One, general liability insurance because we have a bank account over a certain amount. We also need insurance for any event that has alcohol or physical activity. Daniel has been working a lot with this over the summer and it was all so confusing. We reached out to the SU for help and they said that they had lots of people reaching out and instructed us not to purchase any insurance until they figure things out with the university. As of right now, we haven't purchased any insurance. Gogin forward, any events that we submit to Bearsden involving alcohol or physical activity, will require insurance. We don't know if we are purchasing insurance to cover all our events for the year or if we want to purchase individual insurance for each event. Going forward, we are going on a case by case basis. If you are hosting an event with alcohol or physical activity, we have been instructed to tell you to just submit the event on Bearsden. They may contact you saying they wont approve it until you get insurance. When you hear that, it would be appropriate to reach out to myself and Daniela dn we will put you in contact with the SU. They would then walk you through purchasing insurance.



APSA Summer Retreat

August 14, 2021 09:00

- b. Diane: For my club, PWS, I wanted to clarify, because we even require insurance for instructors who teach through Zoom. Is it something that the instructor can carry insurance and then APSA doesn't have to? It might make the conversation a little more complex for running the club.
 - c. Garrett: That is an answer I don't have because the university has only told us that we need insurance for all events with alcohol or physical activity. In the past we didn't need insurance for certain events on campus because we were protected under the university insurance, I don't have an answer but hopefully the SU will. It might look like we get a general insurance policy. For other events that are more urgent or larger events like RxFactor, it might be better to get event specific insurance. Hopefully we can get the general one to cover all of our events.
 - d. Diane: We are an APSA affiliated club, I need to know if we are covered under the insurance because it might change the way I run the club.
 - e. Garrett: Do you normally submit your events through Bearsden?
 - f. Diane: Yes, so there are two different kinds of events we host. One is where you loosely workout with one another and there are formal events too. I need insurance from the instructors as well. I hope I can have APSA's support because it is APSA affiliated.
 - g. Garrett: APSA will support everyone through it. It is adding to the workload for everyone. Daniel, can you send a link to the page that outlines the insurance requirements?
 - h. Daniel: Yes, I can post it in my finance slides that I will present later.
 - i. Kaylee: Hi, my team and I are working on getting Saving Second Base going. That is happening in September, so should I be looking at buying individual insurance?
 - j. Garrett: As of right now, we are told to just submit all events normally through Bearsden and to only purchase insurance if Bearsden reaches out. I know Rachel submitted it.
 - k. Rachel: I wanted to say that I submitted the application a few days ago, but I haven't heard anything yet.
 - l. Garrett: If you are hosting an event with alcohol or physical activity, try submitting it early because there may be a longer period for it to get approved. The SU has said to submit and buy insurance if Bearsden tells you that you need to. Any other questions?
14. [CSHP Event Update - Carolina Ghio \(5 mins\)](#)
- a. Carolina: The first event for CSHP is CABS. It is hosted virtually again this year and they are looking to have a social event this time. The next big one is the Banff Seminar and it will be online. It will be combined into the Together conference like it was last year. They got a lot of feedback last and are working to make it a better event. This time it will be on two weekends since they received feedback from students saying that they couldn't attend the events that happened during the year. We are hoping that Career Night is the first in person event that we will host. Most of our events are in the winter semester and I will provide updates as they come. The last slide is a list of events from last year. We will plan our two fall events online and then hopefully the winter ones will be in person. I just wanted to make sure everyone was on the same page for CSHP events.
15. SAF-Pharm Projects - Diane Pham (10 mins)
- a. Diane: I wanted to speak on SAF-Pharm projects. I wanted to touch on a few things as I've been talking with Ravina and Ken Cor about a welcome back video, not just in orientation. It would be about how we should act professionally and how we should wear a mask. I wonder if Amandeep is interested in this project? It would be a presentation or a video about how we should be acting. If anyone is interested in working on a video let me know, but I might need a little more support on this. The other thing I wanted to mention is in regards to Lunch and Learns. I have been working with GSK and I wanted to potentially have two lunch and learns in one week. I am wondering if I can book the events right now, and can Marzena speak to



APSA Summer Retreat
August 14, 2021 09:00

- that?
- b. Marzena: In terms of submitting events, please email me so that I can put it in the calendar so I can put it in the calendar as a tentative event.
 - c. Diane: Did you want me to email you before or after I get Bearsden approval?
 - d. Marzena: Before, so I can get it in as a tentative event and again after, so that I can make it an official event.
 - e. Diane: The GSK lunch and learn would be on Advil and Voltaren and children dosing. They might bring pamphlets in as well, like they did last year. With RxA, Ali wants to connect with students again. I have voiced concerns from students to make more opportunities to learn about APA, CDE, other certifications and other routes other than community and hospital practice. Ali mentioned to me that Jared is planning something in the winter and hopefully we can make it a combination of the social event and make it a networking event. The trade show is a big task, and I am planning to have it in January. For that, we bring in vendors to showcase their projects. We get to connect with drug reps as another route for students. I was talking to Danny about the food bank and to do a food drive in the fall. Last year SAF-Pharm wasn't able to do the food drive because of COVID complications. For PAM week, GSK is willing to participate in that and hopefully I could loop you into that, Rachel. They provided pamphlets for envelopes and they are willing to do that asking. I have been working on wellness projects and one of them is Coffee Time with Dr. Sanghera and we got student voices to see where we should be pushing. Most conversations push towards EDI. However, as I am running SAF-Pharm and PWS, I wanted to ask if another council member could pick up this project. I think it is quite important, we made some progress.
 - f. Garrett: If you want the Space and Wellness Committee to take part in that, you can reach out to Alyssa, she wasn't able to make it today.
 - g. Diane: Oh great, I will do that. If there is anyone else who would be interested in taking it on please let me know. I wanted to update everyone on what is going on with SAF-Pharm.
 - h. Jared: I can loop you in to talking with Ali, but all things pending, we are hoping to host a welcome back with the RxA.
 - i. Diane: I am already working with Ali on that portion, so either it would be in that event that you have or separately. The plan is to bring in different pharmacists so if you have an event maybe I can just have a booth at the event to connect. All I would want to do is bring those people into the event.
 - j. Jared: Yes, I think it would be good to work together on that. We can discuss more offline.
 - k. Diane: I will email Amandeep as well. Thank you.
16. [Community Education Committee Proposal + Updates - Ivy Nhan \(10 mins\)](#)
- a. Ivy: The main thing I wanted to bring up was the committee proposal. I have noticed that people want to take part in community education a lot more. I think that starting a committee and allowing people to be more involved and have a more active hands on role. I realized even last year, a lot of people were running to be in this position. My proposal was to have 3 members from any class in this committee and then the 4th would be myself. The roles would be to help out in planning events, including PAM initiatives and lunch and learns. In addition, they would help organize and facilitate collaborations with other committees and groups and help create new presentations for future dates. As a member, they would need to complete a minimum of 3 classroom presentations and show their dedication to the role. They would also need to take part in the WISEST conference and the CHOICES conferences as it is part of the community education program. I don't know how many meetings I would host just yet but I am thinking of 0-2 per month. For the timeframe, I am thinking of taking applicants at the same time as the other committees. In terms of updates, I wanted to add some more things since the presentations used to be the core of community education. I



APSA Summer Retreat
August 14, 2021 09:00

wanted to make the Pharm 101 Lunch and Learns more consistent. It would be an opportunity for students to practice their presenting and leadership skills by presenting a topic that they are comfortable with. It would be crash-course style presentations so that students had background knowledge on certain topics. I was going to talk to Ravina about this next week before I get it to go through. The logistics of it are linked in the agenda. I do also want to do more PAM initiatives this year. The other thing I wanted to mention is that I was hoping to make more initiatives to play into inclusion and diversity. I reached out to BPSA and LGBTQ+PhSC to collaborate on what they think would be the most beneficial. I don't think I missed anything but if I did, I will bring it up later on.

- b. Garrett: I think these are all really great ideas.
- c. Marzena: Ivy, if no one has any other questions, you can go ahead and read the motion so that we can vote on it. You would act as the first, and then you would need a second.

Motion: BIRT APSA recognizes the Community Education Committee as an ad-hoc committee chaired by the Community Education Director for the 2021-2022 school year consisting of 4 Members.

First: Ivy. **Second:** Mostafa. **All in favor. None opposed. Garrett abstains. Motion carries.**

17. Orientation Update - Jared Scharff (5 mins)

- a. Jared: I wanted to give a short update on orientation, As of right now, I am almost done with the slides. This year, I am excited that BPSA and LGBTQ+PhSC will be joining us. I know that in past years, we've invited the executive council to float in the breakout rooms but since it is online, I wanted to invite all general council members. That way everyone can introduce themselves to the new students. If you are interested, reach out to me and I can set that up for you and send you the Zoom link. It will be on August 26th and presentations will run from 10am till 12:30pm. The afternoon session will be some minigames from 1pm-3pm. If you are interested in what we are doing further, you can reach out to me.

18. [Mint Cup Outline - Jared Scharff \(10 mins\)](#)

- a. Jared: I linked the outline in the agenda so please look over that. For all councillors, I wanted to discuss points. In past years, VP Social gave access to all councillors to put in their points into the spreadsheet. Leah had noticed last year that people would go into other tabs and look at other people's point totals so I think this year I will be updating the excel spreadsheet myself. So I just ask that you tally up your points and contact me. Please contact me ahead of your event and we can plan out how many points we will provide during the event. In years past, there was an MVP and a winning team, but that won't change this year. What I wanted to add this year, after chatting with other students, was a different way to win prizes and collect points. I know that not everyone can attend a single event because people are busy at different times, so this year I wanted to allow students the opportunity to collect a certain amount of points by a certain date to be entered into a prize draw. I am still working on some prize segments but I can tell you that in September will have some Oilers tickets to give away. I'm hoping that this way, students don't have to show up to a single event, but can rather collect points through other events that they can attend. The last thing I wanted to touch on was the in person events for the school year. As Garrett discussed, Bearsden is approving events but they have a guidance document for events. They ask that we do contact tracing by collecting information about students and to send them the information. Faculty also wanted us to send them a list of participants too. Does anyone have any questions?
- b. Garrett: Thanks for that update.

19. CAPSI/IPSF Ad-Hoc Committee 2021-2022 - Rachel Hanson/Zoria Baran (5 mins)

- a. Rachel: The idea for this committee came with knowing that every other school has a local CAPSI council or committee. UofA was the only one that didn't. A small committee with 4 student members plus the IPSF and CAPSI reps would be sufficient. We could add more if the



APSA Summer Retreat
August 14, 2021 09:00

committee goes well and we believe we need more members. The different roles students could help with would include helping to plan in person CAPSI competitions, social media accounts, lunch and learns, write articles for the Capsule and PQ, help with IPSF initiatives, initiatives related to PDW. It would be separate from the PAM committee because that committee is already large enough. We would reassess at the end of the year and see about putting it into the Constitution. IPSF and CAPSI reps wouldn't be required to help out in each other's roles, it would be the extra members that would help out in the tasks assigned to them. The members would be the CAPSI and IPSF reps and 4 students from any year. Does anyone have questions or feedback?

- b. Zoria: Last year Marzena had Katie and I helping her with her tobacco campaign so it would be great to have students to ask for help. I know that this committee will be valuable for many years to come.
- c. Rachel: It will help promote collaboration between CAPSI and IPSF.

Motion: BIRT APSA recognizes the CAPSI/IPSF Committee as an ad-hoc committee chaired by VP CAPSI and IPSF Senior Representative for the 2021-2022 school year consisting of 8 Members.

First: Rachel. **Second:** Diane. All in favour. None opposed. Garrett abstains. Motion carries.

20. CAPSI Update - Rachel Hanson (5 mins)

- a. Rachel: I will go through the main CAPSI events we have planned. The first big one is Saving Second Base. It is a softball tournament fundraiser for Run for the Cure. It would be \$15 per participant and it would be followed by a bar fundraiser Breast Fundraiser Ever. On October 3, we will have Run for the Cure. It will be held virtually but we may be able to meet together to complete the run together. T-shirts are coordinated through Run for the Cure and directly mailed to participants. We are going to try to do a prize for the top fundraisers. Next is the CAPSI competitions. They are usually in October. Since PDW is cancelled, there will likely not be any national competitions but I will update you once I know. Katie will be coordinating the blood drives this year and the appointment will be set up with Canadian Blood Services, PDW 2022 is cancelled due to issues with deposits and making sure that it would be safe for students. The decision had to be made in May to finalize speakers and the venue. They want to do online seminars but that is to be determined. For PAM 2021, we are hoping to bring back the PAM clinics. The aim is to use those to promote pharmacy to the public. We are hoping to do in person events if possible. I would ask if anyone is planning to host events that month, to let me know. That way we don't plan any events on the same day.

21. Finance Update - Daniel Martino (20 mins)

- a. Daniel: What I will touch on are 5 different topics. When I was first elected, I felt that the previous VP Finances may have not been as transparent as they could have been. I want to be as transparent as possible. Lastly, I will talk about reimbursement forms and the insurance documents. MOU's are Memorandum of Understanding and they are negotiated by the faculty to financially assist events that contribute to student betterment. This is money that the faculty gives us to reimburse us for hosting events that elevate student wellness. Each request has to have a purpose, fund allocation descriptions and a summary of the proposed events. The proposed amount is reviewed by Dallyce and Ravina. They will fight for what we need to elevate student wellness. They are aware that we will require funding. It will get reviewed by Dr. Hughes as well. Previously, because of the timelines, students would have to spend money before they knew if they were getting reimbursed. But, Dr. Hughes and the faculty will be a little more proactive. Our submission deadlines for MOUs is the first week of September. I have prefaced with Dallyce and Ravina to go into the second week. All MOUs get approved at the same time, so I can't go one by one. You can still submit a general request on how you would spend the money even if your event is later in the year. Due to the nature of



APSA Summer Retreat
August 14, 2021 09:00

COVID, the faculty won't approve MOUs for supplying food. They are just not looking to supply food in general. However, you can request them to cover something else. This is a tentative matter, since COVID guidelines are constantly changing. Historically, APSA requested more money than they needed. Coming into this financial year, my goal is to only ask for things that are necessary. Our demands have been increasing every year, and given the financial restraints with the new college model, it isn't feasible to ask for more money than we need. I will work with relevant councillors and officers for their funding.

- b. Garrett: When you are requesting an MOU, make sure you are requesting what you need. If you request that money, it is allocated only to that specific event. We can't put unused money towards other things because it was allocated to that specific event.
 - c. Daniel: The money we are granted from faculty is specifically for what you asked for. It must be spent within the parameters that you requested it for. I am working closely with Garrett and the student council to look into different avenues to invest our assets. I will speak with our financial advisor in regards to this and let you all know. My goal is to support you all and to support APSA to financially provide a basis for the initiatives that would make our return to school fun. I want to briefly talk about the reimbursement form that I need you to use to get reimbursed for expenses that you incur. Marzena or Garrett, if you could please pin this to the top of our councillor and office page, that would be great. I ask that you update your budget sheets as you incur any expenses. The last thing I wanted to talk about is insurance. There are two links there for you. As Garrett mentioned, we have been told not to purchase insurance at the moment, although we do have a requirement to have insurance. If we need to buy separate insurance policies, we will but we will hold off for now. Garrett and I will be your primary contacts for insurance inquiries. I would link you to an insurance provider and you will mostly be the person providing information to the provider. We can go through that on a case by case basis. Does anyone have any questions?
22. General Council Meeting Time - Garrett Garlock (5 mins)
 - a. Garrett: As it sits now, the general council meets on Mondays, every other week. On alternate weeks, the executive council will meet. Monday September 6th is a holiday, so on the 13th we will have our first general council meeting at 5pm.
 23. Executive Council Meeting Time - Garrett Garlock (5 mins)
 - a. Garrett: Since the general council meeting will be first, our first executive council meeting will be on the 20th at 5pm. Marzena do you have anything to add?
 - b. Marzena: I just wanted to remind everyone once more that the council meetings are mandatory.
 24. APSA Office Hours - Marzena Kula (5 mins)
 - a. Marzena: As of right now, office hours are online. I will give each councillor a Google Meet room and you can sign up for your office hour times. I am waiting for Dallyce to update us on student spaces but right now we will keep them online. I will post the sheet and it will be first come first served. It is mandatory for councillors and there is a list of councillors that need to sign up so please make sure you do so. Does anyone have any questions?
 - b. Diane: If we don't have the office at the moment, will the office hours be online?
 - c. Marzena: They will be on Google meets. I will plan to keep it online for the semester.
 25. [APSA Event Information Sheet - Marzena Kula \(5 mins\)](#)
 - a. Marzena: This is something new that I brainstormed over the summer. This is a spreadsheet for the events hosted through the year. My idea with this was to decrease notification burden because a lot of the time, everyone has Facebook posts. Students can check the link for updates. We can try it out and see if there need to be any changes made to it. Please update the spreadsheet after you get Bearsden approval for your event. Does anyone have anything they want to add or ask?



APSA Summer Retreat
August 14, 2021 09:00

- b. Jared: Is there a way to pin these important links at the top of the Facebook pages?
 - c. Marzena: I will pin the reimbursement form to the councillors page and then I will pin this event page to Member's Corner.
26. PBL and APSA Lounge Best Practices - Garrett Garlock (10 mins)
- a. Garrett: Jared and Alyssa have been creating a document of best practices and they want to run it by you guys.
 - b. Jared: This document is tentative but we are waiting to hear back from the faculty. In discussions with Ravina, she suggested that we follow a similar language to the faculty. We will wait until faculty releases their statement before we release ours. We plan on having weekly meetings with the faculty on Tuesdays. Things are changing quite rapidly, so we have to create some recommendations for student spaces. Prior to the pandemic, we could have 31 people in the APSA lounge according to the fire code. We discussed making the maximum 15 at a time to allow for distancing. We will follow AHS and university guidelines about masking, we will strongly recommend it at the moment and see what AHS and the university recommends. At the moment, we are recommending not to eat in the APSA lounge, just as we're not eating in lecture theatres and PBL rooms. I wanted to bring this up with everyone, because at the moment we don't know where we can recommend for students to eat. Does anyone have anything to share?
 - c. Molly: Where can we eat if this is what the faculty is thinking? It was hard to find a place to eat when there were no restrictions. Is there going to be a limit on how many people per PBL?
 - d. Jared: In discussions, at this time there won't be access to PBLs because they need to schedule seminars and lab time. Right now, they are saying that there would be 8 people in the room but those discussions are ongoing. To start the year, faculty will ask us not to eat in them. A lot of students use the lounge to store and microwave their food and the faculty knows this. Faculty may look at helping us purchase more microwaves and spread them out to make sure people aren't all in the lounge.
 - e. Molly: I know Ravina was saying that they are planning for in person classes, so it kind of begs the question of where we can eat. I know you don't have the answers, but it is something to keep in mind.
 - f. Jared: That definitely is a point we brought up and we will work with them to figure it out. To start the year, the faculty wants to be cautious so we are trying to find a good balance.
 - g. John: To be frank, it doesn't make much sense to me. They are having us come in to school, we will all be in class in lecture and they are telling us not to eat anywhere. I can see our peers questioning why they are bringing us in. It doesn't make any sense from any perspective to bring us in and tell us we can't eat. I will be at the weekly meeting but it just won't work. How will they enforce it?
 - h. Jared: We won't have anyone standing at the lounge door and we will go by the honor system. We have to be cognizant of the student body and make sure we maintain a good relationship with the faculty. We could bring those concerns to them.
 - i. John: There is no right answer. If people can't get into the lounge, they will find another place to eat. If they can't eat in MSB, they might walk over to another building and get exposed over there and bring it back to MSB. It goes back to the discussion of protecting the students in MSB. I will be at the meeting so I will bring that up.
 - j. Jared: Does anyone else have similar thoughts? Going through the rest then, food is the big topic for discussion. Masks and hand sanitizer will be available around the building. We will ask students to wear masks and to sanitize when going in and when leaving the lounge. We can maybe have sanitizing wipes for the lounge. That is kind of where we are at right now but we will make a formal statement after the faculty does. We will try to emulate what they are



APSA Summer Retreat
August 14, 2021 09:00

- putting out but I understand there are some valid concerns.
- k. Diane: Dr. Cor mentioned that we should put together a presentation for all these standards. I wanted to loop you in on that Jared.
 - l. Jared: I will bring that up to Dallyce and Ravina, so Dr. Cor wants our feedback?
 - m. Diane: He wanted to do a presentation about these standards. Maybe I can loop you into the email once they get back to me?
 - n. Jared: I would loop Alyssa into it as well because she might be the best to speak on that.
27. Question Period - Garrett Garlock (10 mins)
- a. Garrett: I wanted this to be an opportunity to ask any questions before we wrap up the meeting. If there are no questions, we can move into the presidential transition.
28. Presidential Transition - Anthony Kapelke (2 mins)
- Motion:** To move into camera.
 - First: Jared. Second: Katie.
 - Motion:** To move out of camera.
 - First: Rachel. Second: Diane.
 - Motion:** BIRT as of 12:18pm on August 14th, Garrett Garlock transitions into the role of President and Anthony Kapelke transitions into the role of Past-President for the 2021-2022 academic year.
 - First: Daniel. Second: Rachel. All in favour. None opposed. Anthony and Garrett abstain.
 - Motion carries.
29. Additions to the Agenda
30. Adjournment (12:21)
- Motion:** To adjourn.
 - First: Jared. Second: Rachel.